



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC REGION
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APPE-CP-OC

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**STANDARD OPERATING PROCEDURE
NON-ROUTINE CLASSIFICATION ACTION
(DELEGATED CLASSIFICATION AUTHORITY TO MANAGEMENT)**

I. INTRODUCTION:

This SOP establishes procedural guidance for the processing of non-routine classification actions (e.g., establishment, cancel/establish, position review, realignment and any other action requiring major rewrite of the PD or reconfiguration of the organizational structure) within the Civilian Personnel Operations Center. Management has delegation of classification authority.

II. RESPONSIBILITY:

A. Management will:

1. Discuss proposed classification action with DRM and CPAC.
2. Work with CPAC to develop action plan and recruitment strategy, if necessary.
3. Prepare and classify PD using PD Library, COREDOC or other sources.
4. Prepare PERSACTION SF-52, and attach electronic PD, and other supplemental documentation (e.g., wiring diagrams, reason for position change).
5. Develop list of mandatory and desired knowledges, skills and abilities, where required, assigning weights, if determined appropriate.
6. Obtain organizational approvals.
7. Coordinate PERSACTION SF-52 to CPAC.
8. **Upon final review by CPOC-Classification, if there is a different position classification determination, management will:**
 - a. **Consider CPOC recommendations to PD.**
 - b. **Elevate to higher management for decision, as required.**

c. Prepare supplementary position classification analysis to document management decision.

d. Make final decision and notify CPOC.

B. CPAC will:

1. Review PERSACTION SF52 and PD for completeness and recruitment strategy.
2. Provide advisory services to management regarding proper position management (supervisory ratios, senior grades, etc.), and staffing impact, if known.
3. Coordinate PERSACTION SF-52 with electronic supplemental documentation to CPOC Global Inbox.
4. Assist managers in developing a list of mandatory and desired knowledges, skills and abilities, where required.

C. CPOC-Classification will:

1. Check classified PD for proper classification.
2. If there is a classification issue: Provide advisory to management and coordinate with CPAC as required.
3. If there is no classification issue: Complete classification data, process SF-52 and coordinate to CPOC-Staffing.

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